

Responsible Office: Office of Safety and Mission Assurance

NONDESTRUCTIVE EVALUATION (NDE) WORKING GROUP CHARTER

PURPOSE

The Nondestructive Evaluation (NDE) Working Group is established to provide a forum for Agencywide cooperation to improve the effectiveness of communication and coordination in the NASA NDE community, promote technical integration, improve customer interfaces, and optimize the use of resources. The Working Group will be under the sponsorship of the Office of Safety and Mission Assurance (Code Q) and will provide advice and assistance to the Agency in the areas of nondestructive evaluation, inspection, and testing (NDE/NDI/NDT).

FUNCTIONS

The functions of the Working Group shall be as follows:

1. Provide for Agencywide focus and a forum for the integration of major NDE program needs. The Working Group shall address the total Agencywide NDE program, including definitions and standard practices, NDE documentation requirements, operating practices, and new technology initiatives.
2. Promote improvements in communication and cooperation throughout the NASA community by sponsoring meetings, workshops, and other technical interchanges. Facilitate rapid Agencywide information exchanges through the use of newsletters, electronic information, and an NDE directory. Encourage intercenter and intracenter cooperative programs coupled with external organizations and technical societies through Memoranda of Understanding.
3. Promote productivity and efficiency through sharing experiences, procedures, techniques, resources, and efforts directed towards technology implementation.
4. Foster partnerships between Program Offices, Engineering, Quality Assurance, and the NASA NDE Community.
5. Provide an Agencywide forum for the sharing of NDE technology including technology transfer within NASA and to other government agencies. Provide an interface with U.S. universities and industry, and the international NDE community.
6. Support the premise that accurate and reliable NDE measurements are fundamental to the advancement of NASA's scientific and engineering programs.

MEMBERSHIP

1. The NASA Directors of Field Installation shall designate, in writing, to the Code Q Associate Administrator, their initial selections of members for the NDE Working Group. Subsequent changes in designations of members to the Working Group shall be furnished to the Chairperson.
2. The Chairperson shall maintain a current list of members and disseminate it at least annually to the NDE Working Group membership.
3. The delegated NDE Program Manager shall serve as the Headquarters advocate for NDE.
4. All persons designated as members of the NDE Working Group shall meet the following qualifications:
 - a. Knowledgeable of or associated with the NDE activities of their Installation.
 - b. Authorized by their office or installation to report on the NDE activities and views and to state the opinions of that office or installation on issues discussed.
 - c. Authorized to represent NASA Headquarters or a Field Installation.
5. Recognizing the value of contractor participation, all members of the NDE Working Group are encouraged to invite their contractors to participate in Working Group meetings, as appropriate.

MANAGEMENT

1. The Chairperson shall be selected by the membership for a 1-year term, and the appointment shall be confirmed by the delegated NDE Program Manager. The chairperson shall be responsible for the conduct of all Working Group activities. This includes calling and conducting all meetings, representing the Working Group to the delegated NDE Program Manager, coordinating all NASA NDE Working Group activities, representing the Working Group at other Agency and organization meetings, and coordinating the establishment of committees and monitoring their progress.
2. The Vice-Chairperson shall be selected by the membership for a 1-year term, and the appointment shall be confirmed by the delegated NDE Program Manager. The Vice-Chairperson shall be the custodian of the Working Group's plans and procedures documents, represent the Working Group at other Agency and organization meetings, and perform other duties as assigned by the Chairperson. The Vice-Chairperson shall assume the position of Working Group Chairperson at the completion of the 1-year term, with the approval of the voting members.

3. The Workshop Coordinator shall be appointed by the Chairperson from the membership for a 1-year term. The Workshop Coordinator shall host the annual meeting and distribute the Workshop Proceedings to the Working Group.
4. On issues where a consensus cannot be reached, the Chairperson may call for a vote. A simple majority vote shall rule.

COMMITTEES

1. Standing Committees
 - a. The NDE Working Group is authorized to establish standing committees as necessary to conduct the ongoing activities of the Working Group.
 - b. Members of standing committees shall be selected by the Chairperson with the concurrence of the Working Group. Each committee shall select one member to serve as committee chair.
 - c. The activities of all standing committees shall be reported at each Working Group meeting.
2. Ad-Hoc Committee
 - a. The Chairperson and NDE Working Group are authorized to establish such ad-hoc committees as necessary to facilitate the functions of the Working Group.
 - b. Members of ad-hoc committees shall be selected by the Chairperson with the concurrence of the Working Group. Each ad-hoc committee shall select one member to serve as committee chair.
 - c. The activities of all ad-hoc committees shall be reported at each Working Group meeting.
3. Committee members other than the Chairperson do not have to be members of the Working Group, but shall meet the requirements of paragraph 4 of Membership.

MEETINGS

1. The Working Group shall meet at least once a year. Meetings may be held at NASA field installations. Video and Voice teleconferences shall be conducted by the Working Group and committees, as required, to perform their functions.
2. The Chairperson shall prepare or approve meeting announcements and agendas. The announcements and agendas shall be distributed by the Chairperson or appointee in advance of each meeting. The Chairperson shall be responsible for

the preparation and distribution of meeting minutes, summaries, and action item lists.

REVISION

This Charter shall be reviewed annually and reviewed no less than once every 3 years.

Associate Administrator for
Safety and Mission Assurance